

Maynard Public Library
Trustees' Meeting
April 13, 2021

Attendance: Jean Maguire, Jan Rosenberg, Peter Reed, Sally Bubier

Minutes: February and March minutes were approved

Open Session: No visitors

Warrants signed.

Correspondence: Jean provided the trustees with an email from Andrea Terkelsen of the Finance Department regarding payables. After some discussion, Jan made a motion: "Trustees give Jean authority to submit warrants ahead of the trustees signature." Motion approved. Jean will send to Sally to send to Andrea. Andrea wants Carol to submit invoices directly into Softwrite.

Report from Library Director

Changes in browsers market and curbside pickup hours: was 10:30-12; now 3-4:30 Wed; Once a month on Saturday 10:30-12 remains

Changes in quarantine times: was 72 hours, now 24 hours

Building reopening plans: Jean distributed a To-Do list for building reopening. The staff would all like to be fully vaccinated before the building reopens. The target date to reopen is June 1st. Jean has coordinated with the Fire Chief on safety issues. Jean hopes to get a consultant to review the HVAC issues regarding reopening. The 3rd floor has high humidity. The plan is to have a limited number of people in the building at a time with a half hour maximum duration. Will still provide curbside pickup on alternating days.

Program planning, statistics, and evaluation: Jean, Jeremy, Sally, Casey and Mark are doing program planning.

Curfew bell update: A rigging company visited the library and plans to use the elevator to bring the bell to its location near Carol's office. The bell is estimated at 600 pounds. Any damage to the library to be paid by others.

Friends of the Library update: Jean met with Dennis Morrissey who is the treasurer. There is \$18,000 in the buildings and grounds budget which may be used for a new sign on the Glendale Street entrance.

Leadership training: Greg Johnson got a training grant and will train the department heads including Jean.

Massachusetts Library System (MLS) delivery news: Jean attended a webinar on the statewide library system. The state moves 14 million items per year which is more than lots of bigger states.

ArtSpace tour: Jean got a tour and Artspace plans to renew their lease soon.

MLS résumé webinar: Jean to be on a 3 part panel advising on what makes a good resume.

Volunteer and staffing news: The library has gotten a high school volunteer to help with updating the library's website. There was also a discussion about vacation carry-over.

Buildings and grounds

Eversource meter: Eversource replaced the meter and gave a \$3000 credit due to the inaccurate bill in November.

Roof-leak repairs: Stairwell, storyroom and children's department leaks have been repaired with flashing added. The repairs haven't been tested yet but rain is expected Friday and that may be a good test. Kyle Brainard, DPW, will replace the damaged ceiling panels on the third floor.

Fence replacement: The fence has been replaced. The Finance Committee will decide who pays the \$13000 for both fences.

Other B&G items: Cavallaro Signs in Franklin was contacted for a new sign on Glendale Street. Jan asked what B&G areas the town will cover. Jean replied that the town will provide snow and ice clearing and trash removal.

Library Director goals:

- Convert parts of library workflow from paper to digital, and from offline to cloud-based, as appropriate.
- Get to know Maynard's residents, organizations, and businesses through research and outreach
- Prepare for and carry out a reopening of the library building to the public as the public-health situation allows
- Create a more consistent and recognizable look for the library on its website and in its print literature and signage
- Evaluate library's programming and set goals that can be used for longer-term program planning, both within staff and with Friends
- Submit new long-range (3-5 year) plan to MBLC. (Typically due Oct. 1; deadlines for libraries with plans due in 2020 was extended to Dec. 1, 2020)

Open Meeting Law Training Highlights: Sally to forward pdf of presentation to Peter. One thing to keep in mind is that we can't deliberate issues via email.

Other new business: None

Old business: None

Next Meeting: Tuesday, May 18, 2021 at 5:30

Respectfully submitted,
Peter Reed, Trustee